

Where To Find It in CENTRAL PARK LIBRARY: Services, Collections, Features

Web Page

<http://library.santaclaraca.gov>

Library Hours

M-Tu	10-8
W-F	10-6
Sa	10-5
Su	1-5

[Note: all directions assume entry at front Homestead Road entrance]

Administration (615-2930)

- 2nd floor, to right at top of main Lobby staircase
- Offices of City Librarian; Director, Foundation and Friends of Santa Clara City Library
- Community/meeting room reservations taken (M-F 10-5)

Adult Collections

- 1st floor--right side of boulevard
 - Fiction and genre fiction (mysteries, science fiction, westerns, romance, etc.)
 - Audio books, feature and nonfiction DVDs, music CDs
 - Large print collection (fiction and nonfiction)
 - New Books (fiction and nonfiction)
- 2nd floor:
 - Nonfiction books
 - Special collections: Adult New Reader (adult literacy), Art, Genealogy, Graphic Novels, Kaiser Permanente Health & Wellness, Languages (including language learning media), Local History
 - Adult Reference, Health Reference
 - Periodicals and newspapers

Adult New Reader Collection

- 2nd floor, right of Boulevard
- Materials for use by general public and by tutors and learners with *Read Santa Clara*, the Library's adult literacy program (615-2956)

Art Works

- Art installations by nationally renowned artists throughout Library and outside both entrances
- For information on artists and their works, see *Art in the Central Park Library* flyer and wall plaques in vicinity of art pieces
- Folk art 1st & 2nd floors, courtesy of Foundation & Friends of Santa Clara City Library

Book Drops

- Outside to the right of main Lobby entrance
- Main Lobby to right of front door
- Drive-up in garage, far left
- Auxiliary drop outside to the left of front door

Café

- By Parkside entrance; for light refreshments
- Only area inside Library where eating/drinking is permitted (securely capped beverages only allowed in Library—except in Heritage Pavilion, where none is allowed)

Catalog/Databases

- Computers with online catalog and databases available throughout Library on both floors
- Both available on Library website (<http://library.santaclaraca.gov>)

Children's Services (615-2916)

- Children's collections and service desk on 1st floor, left side of boulevard
- Internet access for children in Children's area—see *Policy for Internet Use by Minors*
- Picture Book Pavilion
- Children's Garden
- Storytimes and children's programs (see Kids calendar on website)
- Assistance with catalog, Internet, databases, items placed on hold, reserves
- Foreign language books for children

Circulation/Accounts Assistance (615-2970)

- Desk in main Lobby, right of front door
- Register library patrons; update library accounts
- Provide account information to cardholders
- Checkout, renew, check-in library materials
- Pay library fines and fees
- Chromebook check-out
- Retrieve items on hold, genealogy interlibrary loans, and Link+ materials; retrieve reserves from media area

Community/Meeting Rooms (615-2930)

- 1st floor, left of Lobby off Gallery: Redwood (capacity 125) and Cedar (capacity 100) Rooms available for rent by public—see Library Administration to reserve
- 1st floor, far right of Parkside entrance: Sycamore Meeting Room (capacity 5-10)—by reservation through Administration
- 2nd floor, right of Administration: Library Board Room—City staff only, by reservation through Administration
- All users must comply with library policies governing use of community/meeting rooms

Copiers

- Copy Rooms on 1st and 2nd floor, right side of boulevard
- Print/copy cards may be purchased or cash used; bill changers available
- Copiers enlarge and reduce
- Problems with copiers: see Technology Center on 1st floor, Periodicals Desk on 2nd floor

Donations

- Donations accepted by the Santa Clara City Library Foundation & Friends—see *Guidelines for Donating to Library* (available at public service desks and in Friends Bookstore)
- Drop off items at Friends Bookstore in the Lobby or place in bin outside Store
- Donations either will be added to library collection or sold in Friends Bookstore

Drinking Fountains

- Adjacent to elevators, 1st and 2nd floors

Elevators

- Available on both floors, right side of boulevard
- Elevator available from parking garage to area outside main Lobby entrance

Express Check

- Self-check machines available: 1st floor main Lobby, boulevard, Children's area, and by Parkside entrance

Extension Services (615-2916)

- Youth and Extension Services Desk in Children's area, 1st floor, left of boulevard

Fireplaces

- 1st floor, Fiction Pavilion
- 2nd floor, Periodicals Pavilion

Friends of the Library Bookstore (615-2987)

- Main Lobby, 1st floor
- Used books, media, and gift items for sale
- Website: <http://www.lovethe library.org>

Gallery

- 1st floor, off main Lobby to left
- Walkway to Cedar and Redwood Community Rooms
- Restrooms
- Santa Clara City Library Foundation & Friends donor wall
- Historical aerial photos and watercolors of Santa Clara exhibited on walls

Genealogy and Local History (615-2909)

- Special collections in Heritage Pavilion, 2nd floor
- Genealogical and local history resources include databases, microforms, printed material, and photographs
- Heritage Pavilion public service desk for research assistance from Local History Librarian and Santa Clara County Historical & Genealogical Society consultants (for in-depth research assistance, call ahead for appointment)
- Users must comply with *Policy for Use of Second Floor (Heritage Pavilion)*

Group Study Rooms

- Ash, Oak, and Pine Group Study Rooms, 2nd floor, top of front staircase, to left
- Available for collaborative use by 2-4 persons, ages 13 or older with a current Santa Clara City Library card, for two hours per day up to three times per week
- Sign-ups taken at 2nd floor Reference Desk (no advance reservations)
- Users must comply with *Policy for the Use of Group Study Rooms*

Interlibrary Loan and Link+ Service

- Request genealogy ILLs at Reference Desk or in Heritage Pavilion on 2nd floor
- All public service desks can provide assistance with Link+

Internet

- Internet access available at computer workstations on both floors of Library
- Wi-Fi available throughout building; tables on both floors wired for power and data (Quiet Study Pavilion and 4 long tables in 2nd floor boulevard excluded)
- For Internet guidelines, time limits, and age restrictions for Library areas, see *Policy for the Use of the Internet in the Library* (available at all public service desks)

Kaiser Permanente Health & Wellness Collection

- 2nd floor to left of stairs, near Group Study Rooms
- Medical and consumer health reference resources
- Consumer health information (free pamphlets)

Languages Collection

- Languages Pavilion on 2nd floor, next to Parkside stairs
- Collections include foreign language books for adults and language learning materials, including ESL and sign language
- Children's language materials in Children's area on 1st floor

Lost and Found

- Circulation Desk, 1st floor Lobby (615-2970)

Microforms

- 2nd floor, between Copy Room and Heritage Pavilion
- Reader/printers available on 2nd floor near Heritage Pavilion; print/copy card required
- Assistance available at Periodicals Desk

Outreach (615-2904)

- Services to seniors and homebound
- Book Discussion Group

Parking

- Underground parking garage and parking available in front and along right side of Library
- Short term and disabled parking to left of main Lobby entrance

Parkside Desk (615-2994)

- 1st floor, left side of boulevard near Parkside entrance
- Assistance with fiction, new books, large print, and media
- Readers' advisory service
- Placement of reserves and fiction/AV holds, library account information, updating accounts

Parkside Plaza

- Patio area outside Parkside entrance adjacent to Central Park

Periodicals (615-2915)

- Periodicals Pavilion, 2nd floor, right of Parkside stairs; houses periodicals and current newspapers, fireplace
- Periodicals Desk, right of 2nd floor boulevard
 - Retrieval of controlled magazines and newspapers and back issues of both
 - Assistance with copiers, printers, and microfilm reader/printers
 - Hours: M-Tu 10-12, 1-5, 6-8
W-Sa 10-12, 1-5
Su 2-5

Policies

- Posted and available on website: <http://library.santaclaraca.gov/about-the-library/policies.html> and at public service desks

Posting/Community Information

- Materials for distribution or posting may be dropped off at the Administration office on the 2nd floor (if Administration is closed, any public service desk can accept the material)
- Materials and flyers for posting must be accepted by Library (all others discarded)
- 1st floor Copy Room area: educational, recreational, and services information available and posted
- 2nd floor Copy Room: official postings
- See posted policy

Printing

- Pay-for-print machines available:
 - 1st floor: - Copy Room (b/w and color)
- right of Parkside entrance
 - 2nd floor: - Copy Room (b/w and color)
- Languages Pavilion
- Print/copy cards purchased in Copy Rooms, both floors
- Printing instructions available at public service desks
- Wireless printing from patrons' computers available

Quiet Study

- Quiet Study Pavilion on 2nd floor, far left of Parkside stairs
- No computers or personal electronics allowed, except for touch screen devices (no keyboards)
- No conversation allowed
- No food or drink, except securely capped beverages

Reference (615-2900)

- Reference Desk on 2nd floor
- In person, telephone, and in-depth reference service
- Assistance with database research, Internet research, e-books/e-audio books, or use of online catalog
- Assistance with all library collections
- Placement of genealogy interlibrary loans, Link+ requests, items to be held, and reserves
- Sign-up for Internet classes, adult programs (listed on Library website, once scheduled)
- Group Study Room sign-ups
- Community Room rental applications available

Restrooms

- 1st floor:
 - Off Gallery to left of main Lobby
 - Family restroom in Children's area
- 2nd floor: on right at top of main Lobby stairs, left of Administration

Special Needs Equipment

- 1st floor:
 - Assistive listening devices available in Technology Center for community/meeting rooms and Technology Center classes
 - Accessibility workstations with enlarged screen and peripherals—two off boulevard near audio books
- 2nd floor:
 - Freedom Machine with enlarges print for reading—between Languages and Quiet Study Pavilions

Technology Center (615-2951)

- 1st floor, right side of boulevard
- 16 Internet workstations available for public (all ages), when not used for Internet, database, and software applications classes
- See Library website for scheduled classes; sign up for classes at Reference Desk or in Technology Center
- Computers have disc drives for use of floppy discs and USB ports for flash drives
- Portable disc drives checked out for use with personal computers on 2nd floor
- Tech Aides available in Tech Center and roam building to assist with technology problems
- Applications available on public computers include: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Picture Manager, Microsoft Publisher, Microsoft Access, Windows Media Player, Power DVD Player, and Adobe Reader

Teen Services (615-2916)

- Teen Central, 1st floor left of Café
- Young Adult collection
- Internet access for teens ages 13-17—see *Policy for Internet Use by Minors*

Telephones

- Pay phone available outside main Lobby entrance
- Cell phone use allowed in designated areas (or if not disruptive to others)

Terrace

- 2nd floor off Languages Pavilion, deck overlooking Parkside Plaza and Central Park

Volunteer Services (615-2919)

- Opportunities for volunteering in the Library

Welcome Desk (615-2993)

- 1st floor Lobby, on left
- General library information and directions
- Register library patrons, update library accounts
- Catalog look-ups, assist with self-check machines
- Community Room rental applications available
- Arrange access to previously reserved meeting rooms

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